

City of Lowell
Job Posting
Please Post: April 3, 2014
Deadline: April 23, 2014
Auditing Department
City Auditor

Job Title: *City Auditor (1100, 2004)*
Department: Auditor
Reports To: City Council
FLSA Status: Exempt
Union Status: Non-Union
Salary: \$100,051.64 (current); Salary Negotiable

SUMMARY

Responsible for formulating policies, plans, procedures for and coordinating the application of audit and accounting procedures; the accuracy and efficiency of municipal and departmental accounting systems; for the preparation of annual budgets; for assisting the City Council on municipal fiscal affairs. Set up department short and long range goals and objectives, plans and perform other duties as required.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Responsible for coordinating and overseeing the maintenance of MUNIS, the central municipal accounting system involved in the control and summarization of the financial transactions and accounts of all municipal departments including the Public Schools Department.

Recommend the development, installation and functional supervision of the accounting systems for all departments.

Plan, develop and review procedures for periodic field post-audits and special studies of financial transactions, accounts and accounting systems of all municipal departments; for trustees of public property (where any part of which is given for public uses).

Direct investigations of irregularities in accounts or inadequacies in accounting systems of any municipal department.

Direct continuing pre-audits of all municipal payrolls and accounts payable.

Approve warrants for payment of all valid claims against the city.

Certify as to the availability of unencumbered appropriation balances sufficient to cover purchases and contracts

Furnish advice, expertise and assistance on municipal fiscal affairs to the City Council and City Manager.

Responsible for the preparation of periodic, monthly and annual statements of municipal fiscal affairs; preparation of financial orders of the City Council; preparation of comprehensive annual financial report, and assist outside Auditors with three phases of yearly financial audit.

Attend and participate in staff, department, city council or other meetings, conferences, or committees. Maintain contacts to keep abreast of developments in field or areas of interest or expertise.

Direct, instruct, assist, check and train subordinates, directly or through subordinate supervision, as to schedules, methods and procedures, standards of performance, department or government rules, regulations, policies, activities or other matters affecting their work. Maintain discipline and harmonious personnel relations.

Serve as member of the Retirement Board (ex-officio), participate on other committees, attending meetings.

Prepare and maintain local, state and federal records, reports, documents including Schedule A, End of Year Reports for free cash.

Assist Council in selection of outside auditors.

Assists in preparation of yearly recap with Department of Revenue (DOR).

Perform other duties as set by statute or city ordinance.

Performs other duties as assigned or as necessitated by work responsibilities.

SUPERVISORY RESPONSIBILITIES

Directly supervises 7 employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree in Accounting, MUNIS experience, Municipal accounting/auditing experience and minimum of (5) five years' experience required. Certified Government Accounting, Certified Public Accountant, Master's Degree in Accounting, management experience preferred.

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to apply advanced mathematical concepts such as exponents, logarithms, quadratic equations, and permutations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; use hands to finger, handle, or feel; and reach with hands and arms. The employee is occasionally required to stand, walk, and talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts and risk of electrical shock (outlets). The noise level in the work environment is usually moderate.

The City of Lowell is a smoke and drug free employer and requires a physical with drug screen, and CORI post offer.

Qualified individuals should send a resume, cover letter, and three (3) references to: City Council c/o Mary Callery, Human Relations Director, City of Lowell Human Relations Office, Room 19, City Hall, Lowell, Mass 01852 by 4:00pm on: Deadline by 4:00PM April 23, 2014.

Applicants may also submit resume, cover letter, and three (3) references to

cityjobs@lowellma.gov

EOE/AA/504 Employer